Prince Edward Island
CANADA

Community and
Cultural Affairs

Community and Cultural Affairs

Annual Report 2001-2002

Prince Edward Island
Department of Community and Cultural Affairs

Annual Report

For the Fiscal Year
April 1, 2001, to March 31, 2002

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Table of Contents

Message of the Minister 1

Overview of the Deputy Minister / Tour d'horizon du sous-ministre 2

Organizational Chart 4

Mission/Vision of the Department of Community and Cultural Affairs 4

Acts Administered by the Department of Community and Cultural Affairs 5

Boards, Agencies and Commissions 6

Executive Summary 7

Sommaire 9

Reports of Departmental Divisions

- Culture, Heritage, Recreation and Sport Division 11
- Labour and Industrial Relations Division 23
- Planning and Inspection Services Division 26
- Policy and Administration Division 41

Message of the Minister

The Honourable J. Léonce Bernard
Lieutenant Governor
Province of Prince Edward Island

May it Please Your Honour:

I have the honour to submit herewith the Annual Report of the Department of Community and Cultural Affairs for the fiscal year ended March 31, 2002.

Respectfully submitted,

L'honourable J. Léonce Bernard
Lieutenant-gouverneur de la province de l'Île-du-Prince-Édouard

Qu'il plaise à Votre Honneur :

J'ai l'honneur de soumettre sous ce pli le rapport annuel du ministère des Affaires communautaires et culturelles pour l'année financière se terminant le 31 mars 2002.

Respectueusement soumis,

Elmer MacFadyen
Minister of Community and Cultural Affairs
Le ministre des Affairs comunautaires et culturelles

Deputy Minister's Overview / Tour d'horizon du sous-ministre

The Honourable Elmer MacFadyen
Minister of Community and Cultural Affairs
Province of Prince Edward Island

Honourable Minister:

I have the honour to submit to you the 2001-2002 Annual Report for the Department of Community and Cultural Affairs.

The purpose of this report is to serve as an accountability and information document for the department. It acts as a historical account providing consistent information over extended periods of time while offering an opportunity to promote the goals and activities of the department. These guidelines are outlined in Section 10.01 of the *Financial Administration Act*.

It is my pleasure to highlight some of the accomplishments of the Department of Community and Cultural Affairs:

- A new library was opened in Murray River in March of 2002. The new facility is five times larger in size and is capable of efficiently holding more materials. The new library shows that the department is committed to the growth and expansion of library services in the province.

- A $37 million infrastructure program in cooperation with the federal government was announced. The funding will focus on green municipal infrastructure for Island communities so that they may grow and expand for an increasing Island population.

L'Honorable Elmer MacFadyen
Ministre des Affaires communautaires et culturelles
Province de l'Île-du-Prince-Édouard

Monsieur le ministre,

J'ai l'honneur de vous soumettre le rapport annuel 2001-2002 du ministère des Affaires communautaires et culturelles.

L'objectif de ce rapport est de servir de document d'information et de reddition de comptes pour le ministère. Il remplit le rôle d'un compte rendu chronologique en fournissant l'information complète pour de longues périodes de temps tout en offrant l'occasion de promouvoir les objectifs et les activités du ministère. On trouvera les lignes directrices à ce sujet à l'article 10.01 de la *Financial Administration Act* (Loi sur la gestion des finances publiques).

J'ai le plaisir de souligner quelques-unes des réalisations du ministère des Affaires communautaires et culturelles.

- Nous avons ouvert une nouvelle bibliothèque à Murray River en mars 2002. Le nouvel établissement est cinq fois plus grand et peut loger davantage de matériel. Cette nouvelle bibliothèque prouve l'engagement du ministère envers la croissance et l'expansion des bibliothèques dans la province.

- Nous avons annoncé un programme d'infrastructure de 37 millions en collaboration avec le gouvernement fédéral. Le financement mettra l'accent sur les infrastructures municipales écologiques afin que les collectivités de l'Île puissent progresser au rythme de la population insulaire.

- Funding for a new multipurpose recreational facility in Crapaud was provided under the Canada-Prince Edward Island Infrastructure Program. The facility houses the hockey rink, walking track, fitness centre and a community room.

- The 2001 Provincial Heritage Fair was held at the Confederation Centre of the Arts with approximately 200 exhibits. The fair was extremely successful and demonstrates Islanders' commitment to their culture and heritage.

- The department entered into an agreement with the University of Prince Edward Island to fund the SAVE (Students Assisting Voluntary Endeavours) program for volunteer groups and education students at UPEI. Nine students will participate in work placements with volunteer organizations contributing to their overall efficiency while gaining valuable work experience.

The department is committed to assisting Islanders through the provision of effective services. I would like to recognize and thank the employees of the Department of Community and Cultural Affairs for their hard work and dedication throughout the fiscal year and their continued contributions toward enhanced services for Islanders.

Respectfully submitted,

- Nous avons assuré le financement d'une nouvelle installation récréative à fins multiples à Crapaud en vertu du Programme d'infrastructure Canada-Île-du-Prince-Édouard. L'installation abrite la patinoire de hockey, une piste de marche, un centre de culture physique et une salle communautaire.

- La Fête provinciale du patrimoine 2001 s'est tenue au Centre des arts de la Confédération et comptait environ 200 expositions. La fête a connu un énorme succès et scelle l'engagement des Insulaires à leur culture et à leur patrimoine.

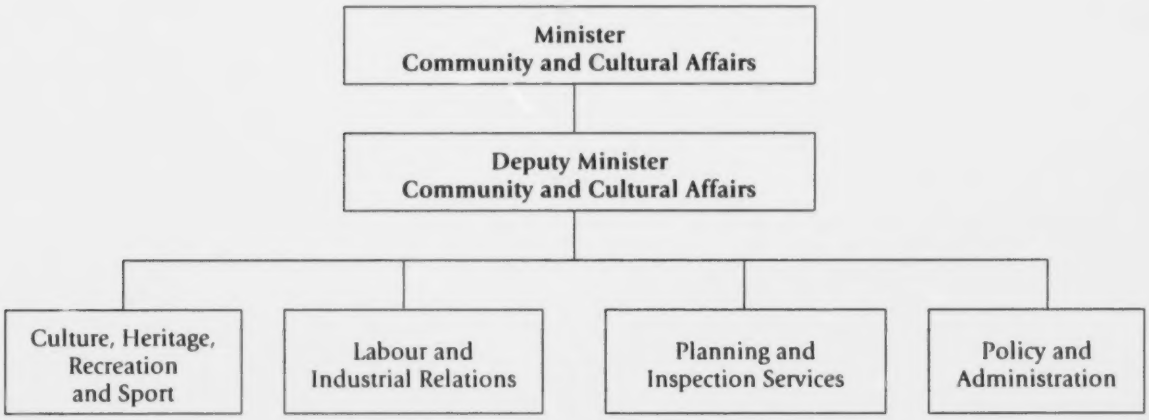
- Le ministère a conclu un accord avec l'Université de l'Île-du-Prince-Édouard pour financer le programme ÉSIB (Étudiants au service des initiatives bénévoles) destiné aux groupes bénévoles et aux étudiants en éducation à l'UPEI. Neuf étudiants feront des stages au sein d'organismes bénévoles qui leur permettront de participer à l'efficacité globale de ces organisations tout en acquérant une précieuse expérience de travail.

Le ministère s'est engagé à fournir des services efficaces pour prêter main-forte aux Insulaires. J'aimerais saluer et remercier le personnel du ministère des Affaires communautaires et culturelles pour son excellent travail, son dévouement au cours de l'exercice financier et sa généreuse contribution en vue d'améliorer les services destinés aux Insulaires.

Le tout respectueusement soumis,

Ronald H. MacMillan
Deputy Minister
Le sous-ministre

Organizational Chart



Our Vision:

Islanders will realize their potential in a safe, healthy and sustainable environment.

Our Mission:

To strengthen our communities by preserving the foundations of social development and public safety while setting new directions that encourage Islanders to maintain and enhance the province's unique physical and cultural characteristics.

Acts Administered by the Department of Community and Cultural Affairs

Archaeological Sites Protection Act
Archives and Records Act
Blind Workers' Compensation Act
Boilers and Pressure Vessels Act
Charlottetown Area Municipalities Act
City of Summerside Act
Electrical Inspection Act
Elevators and Lifts Act
Emergency 911 Act
Emergency Measures Act
Employment Standards Act
Fathers of Confederation Buildings Act
Fire Prevention Act
Heritage Places Protection Act
Labour Act
Lands Protection Act, P.E.I.
Lightning Rod Act
Lucy Maud Montgomery Foundation Act
Municipal Boundaries Act
Municipal Debenture Guarantee Act
Municipalities Act
Museum Act
North American Labour Cooperation Agreement Implementation Act
Pay Equity Act
PEI Firefighters Long Service Medal Act
Planning Act
Power Engineers Act
Provincial Building Code Act
Public Libraries Act
Rural Community Fire Companies Act

Boards, Agencies and Commissions

Archaeological Sites Advisory Board
Boilers and Pressure Vessels Advisory Board
Building Standards Council
Electrical Contractors Examining Board
Employment Standards Board
Fathers of Confederation Buildings Trust
Heritage Places Advisory Board
Industrial Relations Council
Labour Relations Board
Lucy Maud Montgomery Foundation
Ministerial Advisory Committee on Multiculturalism
Museum and Heritage Foundation
Power Engineers Board of Examiners
Public Records Committee
(PEI) Sports Hall of Fame and Museum Inc.
Workers Compensation Appeal Tribunal

Executive Summary

The Department of Community and Cultural Affairs consists of four divisions:

- Culture, Heritage, Recreation and Sport
- Labour and Industrial Relations
- Planning and Inspection Services
- Policy and Administration

The Policy and Administration Division is shared with the Office of the Attorney General but the report for this division is reflected in this annual report.

Accomplishments

The Department of Community and Cultural Affairs accomplished much during the 2001-2002 fiscal year. Highlights include:

- Fifty-six projects were approved under the first round of the Canada-Prince Edward Island Infrastructure Program. The federal and provincial contributions to these projects total $37 million.

- The 911 Emergency Response System celebrated its first anniversary in May of 2001. The amount of calls that were fielded by the new service totaled approximately 36,000.

- The Provincial Library Service, in conjunction with other libraries from across PEI, hosted the 2001 Conference of the Atlantic Provinces Library Association. Approximately 300 people attended the conference which is the largest gathering of library personnel ever held in PEI.

- The Provincial Heritage Fair was held in May of 2001. More than 2,600 teachers, students and volunteers participated in community-based fairs, leading to the provincial fair. The Heritage Fair Program is designed to encourage children in grades five to nine to explore their heritage, whether it is their own or that of our great nation. The fair featured 200 exhibits in both English and French.

- The Prince Edward Island Register of Heritage Places was launched in 2001-2002. The register is used to recognize places with outstanding importance because of their architecture, their age or their association with people and events of historic significance. The program provides for public recognition and identification and will both recognize and encourage public stewardship of the province's architectural heritage. Some of the properties include Government House (Charlottetown), Kings County Court House (Georgetown), Atwell House (Clyde River) and Yeo House (Port Hill).

- In recognition of 2001 as the International Year of the Volunteer, the department sponsored a provincial conference for volunteers and volunteer-based organizations in Prince Edward Island at the Slemon Park Inn. Guest speakers and workshops focused on recruiting, retaining, and recognizing volunteers.

- The department partnered with UPEI to launch the Students Assisting Voluntary Endeavours, or SAVE. Building on the momentum created by the International Year of Volunteers, the program provides three volunteer-based organizations with a business student co-operative education experience each year for three years. These nine students will work on such things as marketing plans, fundraising or any other project that will be educational for the student and assist the volunteer agency.

- More than 250 athletes, coaches and team officials represented PEI at the 2001 Canada Summer Games in London, Ontario.

- The Recreation and Sport Facilities Development Program was launched and 17 projects were able to benefit from funding to undergo upgrading initiatives at facilities across the province.

- The Employment Standards Board recommended a three-stage increase to the Minimum Wage Order that will increase the minimum wage in PEI from $6 to $6.80 per hour by January 1, 2005.

Throughout the coming year, the department of Community and Cultural Affairs will continue its focus on planning by finalizing its strategic plan, developing a Human Resource Plan and implementing evaluation and monitoring processes for each of these plans.

Sommaire

Le ministère des Affaires communautaires et culturelles comprend quatre divisions :

- Culture, patrimoine, loisirs et sports
- Relations de travail et relations industrielles
- Services de planification et d'inspection
- Politiques et administration

La Division des politiques et de l'administration partage ses activités avec le Bureau du procureur général; toutefois, elle fait rapport dans le présent rapport annuel.

Réalisations

Le ministère des Affaires communautaires et culturelles a bien des réalisations à son actif durant l'ann ée financière 2001-2002. Au nombre des faits saillants on trouve :

- Cinquante-six projets ont été approuvés dans le cadre du premier tour du Programme d'infrastructures Canada-Île-du-Prince-Édouard. Les contributions du fédéral et du provincial à ces projets s'élèvent à 37 millions de dollars.

- Le Service d'intervention d' urgence 911 a célébré son premier anniversaire en mai de 2001. Le nouveau système a répondu à environ 36 000 appels.

- Le réseau de bibliothèques provinciales, en collaboration avec d'autres bibliothèques de l'Î.-P.-É., a accueilli la Conférence 2001 de l'*Atlantic Provinces Library Association*. Environ 300 personnes ont participé à la conférence. Il s 'agit du plus grand rassemblement d'employé(e)s de bibliothèques jamais tenu à l'Î.-P.-É.

- La Foire du patrimoine provinciale s'est tenue en mai 2001. Plus de 2 600 enseignant(e)s, étudiant(e)s et bénévoles ont participé aux foires communautaires précédant la foire provinciale. Le Programme des foires du patrimoine est conçu pour encourager les enfants de la cinquième à la neuvième année à explorer leur patrimoine, qu'il s'agisse de leur propre patrimoine ou de celui de notre grand pays. La foire a exposé 200 pièces tant en français qu'en anglais.

- Le registre des lieux patrimoniaux de l'Île-du-Prince-Édouard a vu le jour en 2001-2002. Il sert à reconnaître les lieux de grande importance en raison de leur architecture, de leur âge ou de leur association aux personnes et aux événements qui ont une signification historique. Le programme répond aux besoins de reconnaissance et d'identification publiques; de plus, il reconnait et encourage la gestion du patrimoine architectural de la province. Au nombre des propriétés se trouvent la Maison du gouvernement (Charlottetown), le palais de justice du comté de Kings (Georgetown), la maison Atwell (Clyde River) et la maison Yeo (Port Hill).

- En reconnaissance de l'année 2001 comme Année internationale des volontaires, le ministère a parrainé une conférence provinciale des bénévoles et des organismes bénévoles de l'Île-du-Prince-Édouard, laquelle s'est tenue à l'auberge du parc Slemon. Les conférenciers invités et les ateliers ont surtout traités de recrutement, de rétention et de reconnaissance des bénévoles.

- Le ministère a participé avec l'U.Î.-P.-É. au lancement de *Students Assisting Voluntary Endeavours* ou SAVE. S' appuyant sur le dynamisme créé par l'Année internationale des volontaires, le programme fournit à trois étudiant(e)s une expérience d'alternance travail-études auprès d'organismes bénévoles, chaque année pendant trois ans. Les neuf étudiant(e)s travailleront dans des domaines tels que les plans de marketing, la levé e de fonds ou à tout autre projet contribuant à l'éducation de l'étudiant(e) et aidant l 'organisme bénévole.

- Plus de 250 athlètes, entraîneurs et officiels d'équipe ont représenté l'Î.-P.-É. aux Jeux d'été du Canada, à London, Ontario.

- Le Programme de développement des installations de loisirs et de sports a été lancé, et 17 projets ont pu profiter de fonds pour aider les initiatives d'amélioration d'installations dans la province.

- Le Comité des normes en matière d'emploi a recommandé une augmentation en trois étapes de l'Ordonnance sur le salaire minimum qui fera passer le salaire minimum à l'Î.-P.-É. de 6 00 $ à 6 80 $ l'heure le 1er janvier 2005.

Tout au long de la prochaine année, le minist ère des Affaires communautaires et culturelles continuera de se consacrer à la planification en mettant la touche finale à son plan stratégique, en élaborant un plan de ressources humaines et en mettant en place des processus d'évaluation et de surveillance pour chacun de ces plans.

Culture, Heritage, Recreation and Sport

Mandate

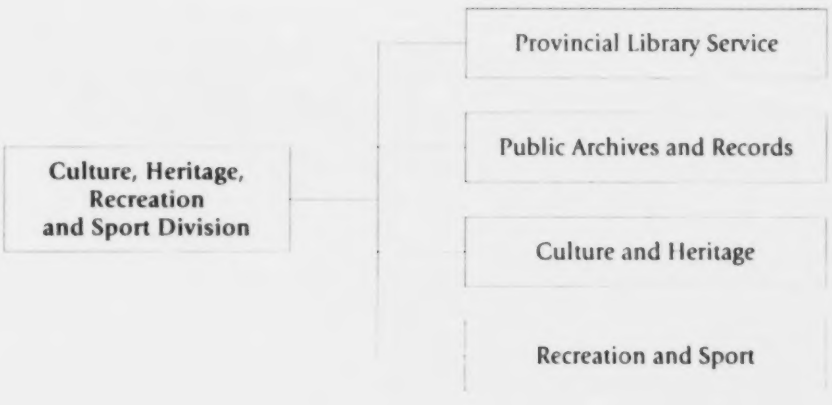
The mission of the Culture, Heritage, Recreation and Sport Division is:

- to provide leadership and services to the residents of Prince Edward Island in the areas of information management, library services, historic preservation and documentation;
- to promote productive leisure time activities and economic development in the cultural field; and
- to improve the quality of the health of all Islanders through active living and the participation in sport and recreation activities.

In addition to its core functions, the division also provides support services to school libraries and acts as a liaison between government and provincial recreation and sport organizations.

Division Overview

The division is organized into four sections: the Provincial Library Service (PLS), the Public Archives and Records Office (which includes recorded information management services for government), Culture and Heritage Section, and Recreation and Sport Section. Both the Provincial Library Service and the Public Archives and Records Office are created pursuant to legislation. Services across the province are delivered at the local level by field officers and branch libraries.



Provincial Library Service

Library services in PEI are provided through partnerships with communities under the terms of the *Public Libraries Act*. Section 9 of that legislation requires a separate annual report to be tabled in the Legislature for the Provincial Library Service (PLS). That report contains additional information and statistics regarding library activities. Copies of the annual report are available from the Provincial Library Service.

The PLS is responsible for the operation of the province-wide public library system and for the provision of technical support services for the public schools of the province. The legislation formalizes the partnership arrangements which have been the foundation of libraries since the establishment of the PEI Libraries in 1933. The provincial government, through the Provincial Library Service, provides materials (including books, video and audio tapes, compact discs and other formats), branch library staff, management, planning, evaluation and technical services for the system. Communities have a role in delivering the service which, in most locations, consists of providing and maintaining facilities where these libraries are housed, as well as, the purchase and maintenance of library equipment such as shelving and seating. In two school-housed public libraries, the partnership extends to the schools in which the libraries are located.

Provincial Library headquarters, which include administration and technical services, are located in Morell. This office manages the ordering, processing, and cataloguing of materials for the public libraries and offers these services to the 66 schools in the province.

Services to the public are delivered through various locations. In Charlottetown, the Confederation Centre Public Library provides public services to a wide area centred in the city but also serves as a central library resource for the whole province. Also in Charlottetown, and administered through the Confederation Centre Public Library, is the Government Services Library, a central government documents facility.

Owing to the number of branch libraries located in smaller communities, Prince Edward Island has one of the highest rates of library access in Canada. Few Islanders live more than 15 kilometres from a library. Libraries are located in Alberton, Tignish, O'Leary, Tyne Valley, Abram Village (French collection), Summerside, Kensington, Borden-Carleton, Kinkora, Crapaud, Breadalbane, Hunter River, Cornwall, Charlottetown (French collection), Stratford, Mount Stewart, Morell, St. Peter's Bay, Souris, Georgetown, Montague, Murray Harbour and Murray River.

The Provincial Library Service offers resources in French in a number of locations. The school-housed public libraries at Abram Village and the Carrefour de l'Île-Saint-Jean are French libraries with limited English language resources. French materials are also found at a number of other libraries in communities with French-speaking residents or French immersion school programs.

Highlights and Initiatives

- There continued to be an increase in the use of the province's libraries. More than 825,000 items were circulated from libraries across the province throughout this fiscal year. This represents the highest circulation ever recorded in the province. One in every three Islanders holds a library card. (Part of this continuing success is due to the popularity of AbbyCat, the automated provincial library catalogue which allows access to the holdings of the entire provincial collection from computer terminals in libraries and from homes, schools, community access sites and other locations across the province and around the world.)

- More than 1,800 library programs, ranging from story times for children to poetry readings, were held in branch libraries across the province with a total attendance of 23,000. Much of this programming would not have been possible without the effort of volunteers who contributed 440 person days to assisting library staff.

- The new community library location in Stratford proved to be a major success. During its first full year of operation its circulation rose to more than 18,000 items.

- During 2001-2002, a number of communities were able to provide enhanced housing for their libraries. In Kinkora, a newly renovated facility opened with increased space for the library as well as an Access PEI and a Community Access Program site. Access PEI also shares space with the library and the community council in Crapaud following extensive renovation and enlargement of the building in that community. An entirely new facility, developed with input from the Provincial Library Service, was opened in Murray River in March of 2002.

- The Provincial Library Service was also involved in the design and planning for a new French language library in Summerside which is slated to open in fiscal year 2002-2003.

- More than 23,000 titles were added to the collection – a slight increase over 2000-2001. This brings the size of the catalogued collection to almost 225,000 volumes. More than 9,000 of the new titles are the result of generous donations from patrons of the library system.

- Materials for school libraries processed by the PLS increased to more than 15,000 volumes, more than half of which were donations. School processing included more than 4,000 new books for the new French library in Summerside.

Public Archives and Records Office

The Public Archives and Records Office (PARO) operates under the authority of the *Archives and Records Act*. PARO is mandated to acquire, preserve, and make accessible the historically relevant records of the Government of Prince Edward Island and those private sector records which provide significant evidence of the history of Prince Edward Island. The Recorded Information Management Program (RIM) encourages all government departments and agencies to recognize information as a valuable asset and assists them in the effective and cost-efficient management of recorded information in all formats.

Public Archives

Public Service

A slight decline in research visits at the Public Archives continued during 2001-2002 with a recorded 5,500 visitors, or 1,100 research visits per staff member, a figure higher than that of any other provincial archives in Canada. The electronic registration and check-in system introduced in January 2001 has provided a more accurate measure of the demographics of users as figures are collected from each visit rather than based solely on the initial registration. Using this measure, 89 per cent of our research visits are by Canadians (including 76 per cent from PEI), 10 per cent are Americans and the remaining one per cent are by citizens of the United Kingdom, Australia, New Zealand, and the Scandinavian countries. Summer remains the peak season when the large majority of researchers are pursuing genealogical research. Maintaining the high quality of service on the reference desk during this period was again facilitated through the hiring of a student under the Young Canada Works Program.

The number of inquiries received by the Public Archives remained consistent although the proportion of those which were received by e-mail grew to 63 per cent. Inquiries received in this format can often be problematic as sufficient information is often not included thereby necessitating more than one exchange. Expectations on the part of researchers regarding turnaround time and the appropriateness of repetitive contact are often unrealistic. In response to the encroachment of the inquiry service on other archival activities, procedures were revised in 2001-2002 to reduce time per inquiry and to refer researchers more often to private researchers.

Researchers continue to access information about the Public Archives and Records Office through its Web site which was reorganized and enhanced during this fiscal year. Particularly popular with the public are the searchable census databases mounted in cooperation with the PEI Genealogical Society and the photographic exhibits of images in the holdings of the archives. Feedback from researchers reveals an inexhaustible appetite for ways to search and gain immediate access to the resources of the archives electronically.

Public Service Indicators

Activity Measurement	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Research visits	5,497	6,427	6,784	6,915	6,062
Written and phone inquiries	944	1,115	944	960	978
Photos reproduced	613	869	845	695	674
Microfilm reels produced	15	17	11	22	18
Pages of documents copied for researchers (prior to 1998 includes all copying)	20,928	25,176	21,877	22,019	34,542

Holdings Management

During 2001-2002, PARO acquired 42 new collections as well as 49 additions to existing collections. Among the new materials received were letters written by Watson Fyfe during his trip to, and sojourn in, the Yukon during the Klondike gold rush; an album of 65 images of sites for the proposed national park in 1936; records of the Union of Public Sector employees, 1945-1990; Charlottetown railway yard plans; an insurance plan of Georgetown, 1919, revised to 1937; and the records of burials in the Old Protestant Burying Ground. Ten volumes were added to the collection of family histories and records were received from several Women's Institutes.

Unfortunately, in its quest to provide quality public service in the face of increasing numbers over the past 10 years, the processing, arrangement, and description of acquisitions has been reduced resulting in a backlog of collections which are unavailable to the public. In particular, transfers of scheduled government records from Records Management are currently bottlenecked at the Records Centre as there is neither personnel to process these records nor space in which to store them. This is of particular concern in light of the recently passed Freedom of Information and Protection of Privacy legislation.

While the ongoing processing and indexing of acquisitions is carried out, funds received through the federal cost-shared Control of Holdings program were used to arrange and describe eight significant collections comprising some 16 metres of textual documents, 7,000 photographs and 36 audiotapes. These were described in standard format allowing for inclusion in the developing provincial database of holdings. Similarly, resources received through the Canadian Archival Information Network (CAIN) Program of the Canadian Council of Archives were directed toward the retrospective conversion of 45 finding aids to this format. Uploads of records from the provincial database have been successfully made to the national database which is currently available through the Web site of the Canadian Council of Archives.

Further CAIN grants were utilized to provide the technology for the continuing development of the database of holdings. Workstations were enhanced with more powerful computers and software upgrades

which will allow other provincial institutions to make use of the database being developed by the Public Archives and Records Office. Under the auspices of the Archives Council of PEI, software licences were purchased for two of these member institutions. In addition, to accommodate the growth of the database and the projected production of digitized images as well as to facilitate the transfer of the database to the Web site of the council, a server and appropriate software was acquired. Advice and assistance in the use of Rules for Archival Disposal (RAD) and the preparation of finding aids was provided to other Island archival institutions and 178 finding aids, from these institutions, were reviewed and entered into the database.

Once again, PARO played host to a public history student from the University of Prince Edward Island for an eight-week project in which an exhibit on Prince of Wales College was designed and mounted.

Preservation

The Public Archives and Records Office provides standard archival enclosures and conditions to protect its textual holdings from adverse environmental conditions. However, responsibility for the further pursuit of preservation initiatives is totally funded by federal dollars through the provision of a part-time conservation technician. In the 2001-2002 fiscal year, this position made possible the custom housing of many over-size materials including two important collections of architectural plans, a survey of the master microfilm holdings, a preliminary review of a collection of nitrate negatives, the development of salvage and response procedures as part of a disaster preparedness plan, and the treatment of several fragile, irreplaceable linen-backed maps. In addition, research, advice, training and treatment are offered to all PEI archival institutions. It is a matter of concern that PARO is dependent on federal dollars for the provision of this essential component of our mandate.

Recorded Information Management

Implementation of RIM

The Recorded Information Management (RIM) Program continues to offer services to government departments and agencies. It reviews and monitors the government-wide Recorded Information Management Policy and continues to develop other policies and procedures related to information management. In addition, the program offers training in records management and related areas to government personnel, makes presentations to senior management, and provides off-site storage and retrieval services. It also provides advisory services and practical assistance in all aspects of the RIM program.

The major requirements of the Recorded Information Management (RIM) include:

- the program develop a RIM plan,
- conduct an inventory of record holdings,
- convert to a uniform file classification system, and
- develop records retention and disposition schedules.

The Records Management staff help with the implementation of all stages of this system. The table below shows the percentage of implementation of the RIM program in government departments.

Estimated Implementation of Records Management Program by Department					
	Planning	Inventory	Conversion	Scheduling	Total
Percentage of total task/ department	*10%*	*30%*	*30%*	*30%*	*100%*
Agriculture and Forestry	1	10	5	1	17
Community and Cultural Affairs	0	20	5	12	37
Development and Technology	5	8	2	2	17
Education	7	28	28	1	64
Fisheries, Aquaculture and Environment	7	28	28	1	64
Health and Social Services	10	10	2	5	27
Attorney General	5	5	2	5	17
Provincial Treasury	0	9	7	3	19
Tourism	8	20	0	0	28
Transportation and Public Works	2	30	25	25	82
Public Service Commission	5	9	5	6	25

Projects

Major projects of the Recorded Information Management section this year include:

- reviewing and revising CPRS for all government records;
- developing new training modules for directors and managers;
- reviewing and advising the Public Service Commission and the Department of Development and Technology on the records inventory process;
- developing records retention schedules with the departments of Provincial Treasury, Community and Cultural Affairs, Environment and Education;
- assisting in the development of a File Classification System for Agriculture Research Station;
- assisting East Prince Health and the Western School Board in the development of RIM Programs;
- assisting Executive Council Office and the Department of Health and Social Services on all aspects of RIM program (Inventory, Classification Plan, Scheduling); and

- ongoing research – RIM Training, Electronic Document Management Systems, Regulations, Transitory Records, Retention Schedules, Calendars, Diaries, etc.

Training

The demand for training in recorded information management has increased dramatically. This year, 138 government employees participated in various training sessions offered by the Records Management staff. This brings the total number of participants to 305. Course offerings next year will likely double as the demand and waiting list grows.

Provincial Records Centre

The Provincial Records Centre provides low-cost storage and retrieval services to all government departments and agencies. Owing to the capacity having been reached for the facility, it was moved from Hazelbrook to Charlottetown in 2001. The new site was refurbished to meet the stringent security standards required for a Records Centre.

The site includes such measures as intrusion and fire alarms connected directly to the Police Department and the Fire Department, motion sensors and firewalls. Shipments of records to the Records Centre in 2001-2002, totalled 549 boxes which were accessioned, labelled and shelved. There were 543 retrievals made for various government departments throughout the year.

Provincial Records Centre Statistics ***(linear feet unless otherwise noted)***

PLS Records	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Records destroyed by departments under authority	1,486	2,001	2,061	1,925	1,866
Number of files retrieved	543	786	514	316	250
Records transferred to Records Centre	549	831	893	1,589	548
Records sent for Final Disposition from Records Centre	185	119	199	224	583
Volume at Records Centre (year end)	5,648	5,284	4,572	3,878	2,513
Occupancy at Other Sites	508	508	508	508	1,092

Freedom of Information and Protection of Privacy Act

The passage of the *Freedom of Information and Protection of Privacy Act* created a concern for public bodies regarding their abilities to comply with it. Implementation and operation of the act is highly dependent on the management of recorded information. Access to records presupposes the ability to locate those records. Recognizing this dependency, the Provincial Records Manager was seconded to the Freedom of Information and Protection of Privacy Implementation Team where she conducted numerous presentations to various departments and other public bodies in order to help government understand the need to manage records prior to the proclamation of the act.

With the addition of a Records Analyst to the implementation team, the records management staff have been able to increase their efforts in working with and advising departments. They have conducted training sessions with public bodies, advising on records management standards and procedures and working with them to ensure that their records are organized and accessible, and that privacy issues are being addressed.

Culture and Heritage

This section of the division focuses on the promotion of the arts and cultural industries, the protection of heritage resources and the support and promotion of museums. Programs include the Cultural Development Program, the Acadian Cultural Development Program and support to a number of groups including the Prince Edward Island Council of the Arts, Theatre PEI, regional arts councils and the Community Museums Association. The section provides activities and staff support relating to the *Heritage Places Protection Act*, the *Archaeological Sites Protection Act* and the *Museum Act*. The Prince Edward Island Museum and Heritage Foundation prepares a separate annual report which is available from the foundation.

Beaconsfield Historic House

Highlights and Initiatives

- The Cultural Development Program provided 25 individuals and 33 organizations with funding for 59 projects during the 2001-2002 fiscal year. During the same period, 56 projects received support from the PEI Council of the Arts Program which is funded by the department.

- The Acadian Cultural Development Program supported 34 projects from individuals and organizations during this period. Also, a program of exchange and cooperation with the province of Quebec saw an additional 15 projects supported.

- Three additional pieces of artwork were purchased for the Provincial Art Bank. Two of the pieces were selected in conjunction with the Great Garden of the Gulf Juried Exhibition held each year at the Confederation Centre of the Arts. The art pieces continue to be displayed in government offices, meeting rooms and waiting areas for viewing by the public.

- Departmental staff were involved in discussions leading to the confirmation of funding for three new French school/community centres in Tignish, Rustico and Summerside.

- The Archaeological Survey of Canada continued work in the province which began in the 2000 season with extensive sub-surface investigation of the Sutherland Site on the north shore of St. Peter's Bay.

- The section participated in discussions concerning the design and implementation of the Canadian Register of Heritage Places. The goal of this Federal/Provincial/Territorial initiative is to recognize the country's most important heritage places and develop tools to assist in their preservation.

Recreation and Sport Section

This section promotes and supports opportunities for individuals to participate in recreation and sport activities to the extent of their interest and ability. The section supports communities in providing broad-based recreational opportunities to their residents and supports educational activities and programs relating to the acquisition of leadership and technical skills in fitness and amateur sport. It also plays a significant role in the support of the Canada and Provincial Games, of regional recreation and sport organizations and in the delivery of the National Coaching Certification Program (NCCP). Sport in Prince Edward Island is guided by more than 40 constituted Provincial Sport organizations. The section provides these organizations with financial support as well as consultative services. A major concern has been the relationship

between participation in physical activity and the health levels of Islanders. During 2001-2002, several programs and initiatives were reviewed and modified to give a higher profile to this concern.

The activities of the Recreation and Sport Section have been shaped by, and have focused on, items identified in the Provincial Sport Plan and the goals for the Culture, Heritage, Recreation and Sport identified through the Strategic Planning exercise in 1999. Staff of the section are located in field offices in O'Leary, Summerside and Charlottetown.

Highlights and Initiatives

- 2001-2002 was the first year of the new Sport and Recreation Facility Development Program. This program was developed in response to the study of Sport Facility Requirements in Prince Edward Island that identified aging facilities throughout the province as a critical issue. Eighteen projects were supported with grants totalling $1,947,590.

- PEI participated in the 2001 Canada Summer Games in London, Ontario. Team PEI consisted of 210 athletes and team officials.

- The Community Recreation Support Program provides project, leadership and arena support to communities throughout the province. In 2001-2002, funding assistance totalling $265,422 was provided to 19 arenas, eight Community Recreation Director Positions and 26 individual projects throughout the province.

- The Amateur Sport Assistance Program provides ongoing support to eligible provincial sport organizations. Financial assistance is provided for: administration, operations, travel, projects, elite athlete coaching and official development. Assistance totalling $165,000 was provided to more than 40 separate amateur sport organizations in the province.

- The section continued to work toward the provincial goal of reducing levels of physical inactivity in the province by 10 per cent during the five-year period 1998-2003. The charter meeting of the Prince Edward Island Active Living Alliance in June 2001 was the culmination of effort to develop an alliance of organizations whose primary role is to make Islanders more active. Presently the alliance consists of 30 organizations and is supported with both financial and human resources from the Recreation and Sport Section.

- The section offered 12 NCCP Theory courses in 2001-2002, with 219 coaches taking part. The NCCP Program is presently in a state of transition to a competency based model. Staff have been involved in the design and implementation of the new approach.

- Both the Atlantic Coaching Conference and the National Recreation Roundtable on Active School Communities were hosted in PEI during the year. Recreation and Sport staff played significant roles on the host committees of both events.

- Staff of the Recreation and Sport Section were involved in interdepartmental efforts on a number of initiatives both at the regional and provincial levels. These include the Healthy Child Development Strategy implementation, Chronic Disease Prevention Strategy development, Diabetes Strategy, Community Mobilization Project, Tobacco Reduction Strategy, Healthy Eating Strategy, Active Healthy School initiative and Canadian Rural Partnership.

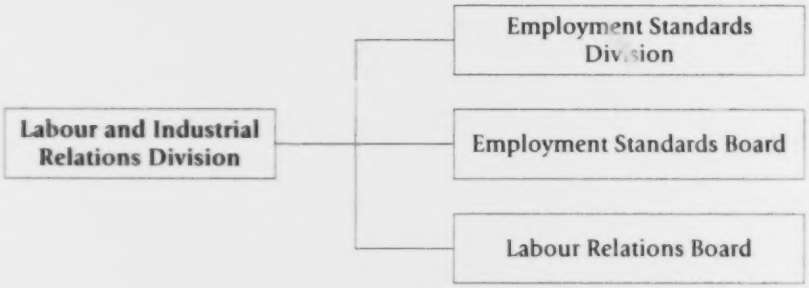
- Events hosted in the province include the 55+ Summer Games which were hosted in Charlottetown and included more than 400 participants. The 2001 Jeux de l'Acadie with more than 900 participants from across Atlantic Canada was also a major success.

- The 2001 International Island Games were held in the Isle of Man. Prince Edward Island was represented by a team of eight athletes and participated in cycling and badminton.

Labour and Industrial Relations Division

Mission

To provide a peaceful and harmonious environment for industry and labour and to maintain the uninterrupted production of goods and services.



Highlights and Initiatives

- During the period of April 1, 2001 to March 31, 2002, the Prince Edward Island labour force averaged 75,700. A total of 14,200 persons were unionized as of March 2002.
- Labour Canada quotes major collective bargaining settlements for all industries in 2001, provided base rate wage adjustments averaging 3.1 per cent annually over the contract term, an increase from 2.5 per cent in 2000. Wage adjustments averaged 3.2 per cent for public sector, an increase from 2.5 per cent in 2000, and three per cent for private sector, an increase from 2.3 per cent in 2000.
- Statistics Canada shows Prince Edward Island average weekly earning industrial aggregate for March 2002 as $533.57 compared to $523.40 in March 2001. This represents an increase of 1.9 per cent.

Conciliation Services

During the reporting period, the minister appointed a conciliation officer for the following cases:

- Union of Public Sector Employees and Community Inclusions (Ratified)
- Union of Public Sector Employees (Holland College) and Holland College (No Resolution)
- United Food and Commercial Workers Union, Local 864 (Beaver Foods, UPEI) and Compass Canada (CARA - Beaver Foods) UPEI (Ratified)
- PEI Union of Public Sector Employees and Government of Prince Edward Island, Island Regulatory and Appeals Commission - Workers Compensation Board (Ratified)
- Canadian Union of Public Employees, Local 1174 (Summerside Police and Fire Services) and City of Summerside (Ongoing)

- International Brotherhood of Electrical Workers, Local 1432 and the City of the Summerside (No Settlement)

Worker Advisor Office

The Worker Advisor Program opened 121 new cases while administering 85 active files. During the reporting period, 28 cases went to internal reconsideration; 14 were successfully argued and 14 were denied. In addition, the office received 2,882 requests for information.

Employment Standards Division

Mission

The mission of the Employment Standards Division is to administer the *Employment Standards Act*. The act establishes employee entitlements with respect to payment of wages, vacation pay, statutory holidays, notice of termination, minimum wage rates, overtime pay, maternity and parental leave protection.

The division, in carrying out its mandate, provides factual information to the public through telephone contact, office interviews, information seminars, routine inspections and distribution of departmental literature. Several information seminars were conducted throughout the province.

Highlights and Initiatives

- More than 3,400 pieces of information and legislation were printed and distributed. This information is available to the public through the Access PEI centres, on our Web site at ***www.gov.pe.ca*** and at 31 Gordon Drive, Charlottetown.
- During the period of April 1, 2001, to March 31, 2002, the division was called upon to investigate 210 formal complaints, of which 112 resulted in collection of monies, 48 judgments were entered and the amount involved was $56,533. The amount recovered from the judgments totaled $6,250.
- The sum of monies recovered from the 112 formal complaints totaled $32,210.
- The division handled 7,150 inquiries and conducted 305 office interviews during the period of April 1, 2001, to March 31, 2002. Changes to Employment Insurance legislation continue to have a significant effect on the workload of the branch.

Employment Standards Board

Chair: Ab Ferris
Vice-chair: George Cantelo

The primary role of the Employment Standards Board is to hear appeal presentations from employers or employees relevant to alleged violations of the *Employment Standards Act*. The board, in accordance with the act, annually makes a recommendation to the Lieutenant Governor in Council on changes to the Minimum Wage Order.

During the period starting on April 1, 2001, and ending on March 31, 2002, the board met on 19 occasions and dealt with 33 matters.

The board, during this period, completed a review of the PEI *Employment Standards Act* and made recommendations for changes to several sections of the act. The board also recommended a three-stage increase to the Minimum Wage Order that will raise the minimum wage in PEI from $6 to $6.80 per hour by January 1, 2005.

Members of the board are:
Wayne Vessey,
June Glover,
George Beck,
Mary Jane Hackett,
Deborah Matthews, and
Glenda Burt.

Labour Relations Board

Chair: Robert MacArthur
Vice-chair: Alfred Fraser
Chief Executive Officer: Roy J. Doucette

Employer Representatives	Employee Representatives
Fraser MacDougall	Frian Moriarity
Gerald Doyle	Ted Crockett
Brendon McGinn	Ray McBride
Brian Norrie	Elizabeth MacFadyen

The Labour Relations Board provides a quasi-judicial process to resolve applications that either management or labour may bring before it. The board attempts to provide a speedy resolution for all matters while at the same time trying to provide for and maintain harmonious labour relations in the province.

For the fiscal year 2001-2002, the board received 35 applications; 22 applications have been settled or withdrawn.

The Labour Relations Board is located at the J. Elmer Blanchard Building, 31 Gordon Drive, Sherwood, PEI.

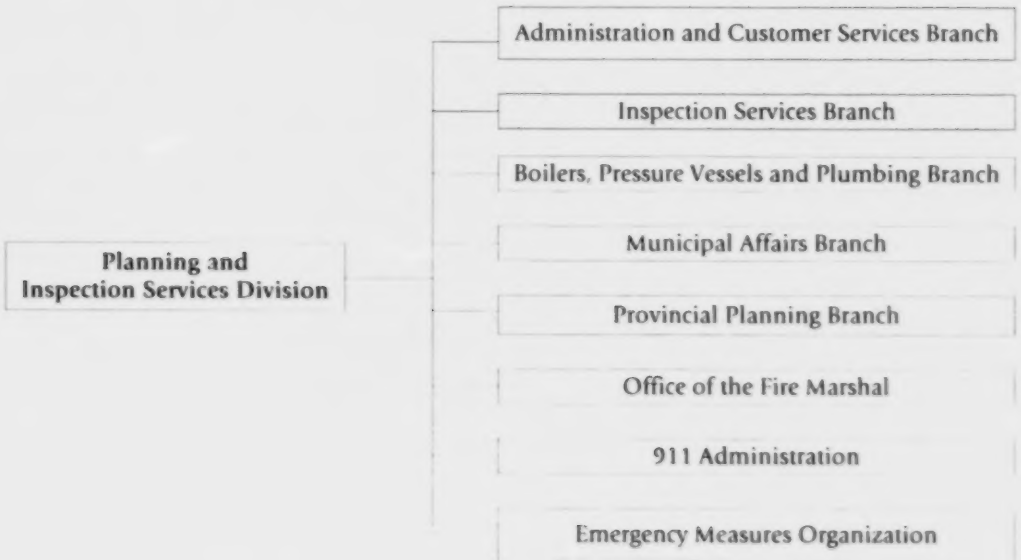
Planning and Inspection Services Division

Mandate

The Planning and Inspection Services Division is a regulatory environment mandated with stewardship of land, the protection of public health and safety, and the natural environment. The development of land policy strives to achieve sustainability of the land base of the province. This objective is supported through the administration of licenses and permits and the application of minimum requirements in building and development, highway access, and the subdivision of land. Protection of public health and safety is sought through regular inspections of boilers and pressure vessels; inspection of plumbing, propane gas, electrical and elevator installations; barrier-free design; sewage disposal and fire safety regulations.

Other important components of public safety are provided through the 911 Emergency Response System and the activities of the Emergency Measures Organization. This division is also responsible for the administration of the Canada-PEI Infrastructure Program.

The division administers its programs from the Elmer J. Blanchard Building, 31 Gordon Drive in Charlottetown and several Access PEI sites. Through cooperation and coordination with other departments, the division is able to provide improved service delivery across the province. As well, through a flexible hour policy, extended hours of service are available at the Charlottetown office.



Administration and Customer Services Branch

Mandate

The Administration and Customer Services Branch, staffed by a manager and six safety standards technicians, is the information and processing centre for the diversified programs of the Planning and Inspection Services Division.

An extensive range of customer services is provided to assist clients with regulatory requirements and other complexities associated with preparing and processing applications for permits and licences. In addition, the branch is responsible for administrative, financial, personnel and support functions at the main office along with staff located at the 911 Emergency Measures Office and Access PEI sites.

Factors which have contributed to the goal of providing excellent quality service include improved technology, increased training, an easily accessible store-front location, and extended business hours during the fall, winter and spring months.

The branch experienced a notable increase in customer service activities over the past year. Two factors leading to this are an increased interest in land development and growth in the construction industry, and the implementation of the 911 Emergency Response System with the ongoing sale of 911 signs to property owners.

Inspection Services Branch

The Inspection Services Branch is comprised of a manager, three chief officers, and 12 safety officers/inspectors. Responsibility for integrated delivery of regulatory programs in Fire Safety and Prevention; Building and Property Development; Boilers, Pressure Vessels and Plumbing Safety; and Electrical, Elevator and Amusement Device Safety lies with this branch.

A breakdown of branch activities follows:

Electrical and Elevator Inspection

The Electrical and Elevator Inspection Section administers the *Electrical Inspection Act*, the *Elevator and Lifts Act*, and the *Lighting Rod Act*. The staff includes three senior electrical inspectors, each assigned responsibility for a particular area of the province. A chief elevator inspector will assume the principal responsibility for amusement device inspections upon proclamation of the act and adoption of regulations.

Electrical and Elevator Section Activity

Permits, Inspection, Licenses and Fees					
	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Electrical installation permits issued	3,551	3,508	3,479	3,634	3,604
Power connection permits issued	2,208	2,460	2,078	2,305	2,973
Electrical contractors licensed	202	207	225	222	227
Journeyman electricians (three-year licence renewal)	0	0	0	0	0
Apprentice electricians licensed	38		49	56	48
Special electricians licensed	28	32	28	46	38
Lightning rod firm licences	1	1	1	1	1
New elevator installations	16	24	11	6	11
Annual elevator inspections	344	328	305	282	276
Fees collected	$244,234	$263,408	$263,212	$260,561	$281,684

Building and Development

This section is staffed by a chief officer, five full-time property development officers and three seasonal property development officers. It administers the *Planning Act* and Regulations, *Roads Act*, Highway Access Regulations, *Provincial Building Code Act*, Barrier Free Design Regulations and the *Environmental Protection Act* and Sewage Disposal Regulations. These regulations provide minimum requirements for building and development, on-site sewage disposal, highway access, barrier free design and the subdivision of land.

This administration is provided from division headquarters in Charlottetown and Access PEI centres in Montague, Summerside, O'Leary and Souris. Consultation service with respect to site planning, site suitability assessment and requirements for compliance with the regulations are provided.

Property Development Officers have the responsibility for processing applications for subdivisions of two lots or less. Approval of larger subdivisions is the responsibility of the department's senior subdivision control officer in the division's Provincial Planning Branch.

Administration and enforcement of the *Environmental Protection Act* Sewage Disposal Regulations includes the licencing of sewage disposal system contractors and registration of installers. During the past year, 73 contractors were licenced and 105 installers registered for the installation of on-site sewage disposal systems.

In 2001-2002, permits were approved for 1,344 structures, 1,028 sewage disposal systems and 29 entrance ways. There were three development applications denied. This represents an increase of 86 development permits issued over the same period in 2000-2001, or a 6.4 per cent increase.

The following table illustrates permits issued and application fees received for development and sewage in the three regions served.

Permits Issued										
	2001-2002		2000-2001		1999-2000		1998-1999		1997-1998	
Location	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage
Montague /Souris	361	267	292	248	348	278	301	205	285	220
Charlottetown	440	405	453	454	464	380	409	383	427	309
Summerside /O'Leary	543	356	513	337	530	360	544	289	480	325
Totals	1344	1028	1258	1039	1342	1018	1254	877	1192	854
Totals all areas	2372		2279		2360		2131		2046	

Fees Collected										
	2001-2002		2000-2001		1999-2000		1998-1999		1997-1998	
Location	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage	Building	Sewage
Montague/ Souris	total fees all regions $95,594	total fees all regions $65,487	total fees all regions $95,033	total fees all regions $69,473	total fees all regions $106,046	total fees all regions $92,814	$21,105	$12,270	$24,805	$9,945
Charlottetown							$31,440	$21,960	$31,051	$15,392
Summerside/ O'Leary							$35,010	$18,540	$35,161	$19,500
Totals	$95,594	$65,487	$95,033	$69,473	$106,046	$92,814	$87,555	$52,770	$91,017	$44,837
Totals all areas	$161,081		$164,506		$198,860		$140,325		$135,854	

The following table illustrates the percentages of development permits issued for various uses by region. The miscellaneous permits include additions, alterations, relocations, accessory buildings and structures.

Development Permits by Use					
Permit Type	**Charlottetown**	**Montague/ Souris**	**Summerside/ O'Leary**	**Number of Permits**	**Percentage of Total**
Residential	155	96	120	371	27.6 %
Mobile Homes	7	10	9	26	1.9 %
Summer Cottages	81	54	107	242	18.0 %
Rental Cottages	8	2	13	23	1.7 %
Travel Trailers	2	7	11	20	1.5 %
Industrial/Commercial	7	20	33	60	4.5 %
Private Garage/Storage	66	73	89	228	17.0 %
Building Additions	48	41	67	156	11.6 %
Agricultural Development	27	19	36	82	6.1 %
Miscellaneous	39	39	58	136	10.1 %
Totals	440	361	543	1344	100 %

Subdivision Development

During the fiscal year, a total of 750 subdivision applications were received and filed, netting $49,605 in fees. Final approval was granted for 434 of the subdivision applications, containing a total of 675 lots, with uses as follows:

Of the total received, six applications representing subdivision of land into parcels larger than 10 acres in area were filed for record purposes only. The remaining 69 applications were either approved in principle, or held pending completion. The following table shows the use of lots created by the approvals.

Subdivision Applications					
	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Single family dwelling	336	405	405	410	348
Summer cottage	160	203	203	211	159
Commercial / industrial	35	23	23	35	50
Agriculture	25	N/A	N/A	N/A	N/A
Miscellaneous	119	210	210	485	593

Boilers, Pressure Vessels and Plumbing Branch

This section, staffed by a Chief Inspector and five inspectors, administers the *Boilers and Pressure Vessels Act* and Regulations, as well as the *Power Engineers Act* and Regulations. The primary objective is to ensure the protection of life and property where boilers, pressure vessels and liquefied petroleum gas are being used.

Public health and safety is also protected through administration of the *Environmental Protection Act*, Code for Plumbing Services Regulations which adopts the Canadian Plumbing Code. This program is administered on a full-time basis from the division office in Charlottetown and Access PEI Summerside with part-time office hours at Access PEI Montague, Souris and Stratford.

Three of the section's inspectors have been cross-trained to carry out final installation inspections of all on-site sewage disposal systems for compliance with the *Environmental Protection Act* Sewage Disposal Regulations. The exceptions are those handled by property development officers in Access PEI sites in Kings County and O'Leary.

The Boiler Pressure Vessel and Plumbing Branch provides the following services:

- design, review and registration for boilers, pressure vessels, pressure piping and fittings;
- testing, inspection and issue of certificates for boilers and pressure vessels;
- review and registration of welding procedures, and qualification testing of welders and brazers;
- registering quality control manuals and licensing mechanical contractors;
- approval and registration of plans for L.P. Gas systems, random inspection of consumer sites, plants and vehicles, and the issuance of repair orders;
- examination, certification and licensing of personnel involved in handling propane gas including fabrication, installation and repair;
- examination, certification and licensing of power engineers; and registration of power plants;
- review and issue plumbing permits, conduct inspections and testing of plumbing systems; and
- inspection of on-site sewage disposal system installations.

Boilers and Pressure Vessels Activity					
	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Design Registration: Boilers, Pressure Vessels, Pressure Piping, and Fittings	347	483	483	443	434
Inspection and Investigation: Boilers and Pressure Vessels	1	2346	2346	1672	1931
LP Gas Bulk Trucks, Plants, Consumer Sites, Pressure Tests and Reinspection	208	202	231	282	298
LP Gas Permits Issued	189	176	261	239	249
Accidents	0	0	0	0	0
Injuries Fatalities	0	0	0	0	0
Potential Hazards Boilers and Pressure Vessels and LP Gas	288	123	223	161	91
LP GAS Certified Personnel: Bulk Plant Operator, Dispenser Operator, Tank Truck Operator, Domestic Gas Fitter, Cargo Line Operator and Industrial Gas Fitter	271	189	180	319	328
LP Gas Examinations Conducted	64	26	58	66	78
Licensed Power Engineers: First Class, Second Class, Third Class, Fourth Class	289	235	260	347	330
Refrigeration Class A and B License	30	27	26	16	16
Power Engineer's Examinations Conducted	84	52	79	84	86
Registered Plants Requiring Licensed Power Engineers	51	51	51	69	69
Welding/Brazing Procedures Certified	11	7	22	25	19
Welders/Brazers Certified	109	128	136	120	115
Registered Mechanical Contractors	115	109	106	112	127
Plumbing Permit Activity: Plumbing Permits Issued	918	987	1035	820	795

Municipal Affairs Branch

The Municipal Affairs Branch is the primary liaison for the province and its 75 municipalities. It continues to provide technical and administrative advice on matters relating to the *Municipalities Act*, the *City of Summerside Act*, *Charlottetown Area Municipalities Act* and the *Planning Act*. Municipal Affairs staff consists of a manager and a senior municipal officer.

Significant issues that were dealt with during the 2001-2002 fiscal year are as follows:

Legislative Amendments

- amendments to the *Municipalities Act* enabling regulation of blackfly and mosquito control;
- amendments to the *Charlottetown Area Municipalities Act* and the *City of Summerside Act* to allow longer vacancies on municipal councils;
- consideration of amendments to the *Planning Act* pertaining to appointments to planning boards; and
- provision of assistance to Provincial Treasury in amending the *Real Property Tax Act* to deal with outstanding utility charges.

Municipal Support Grant Program

The branch is responsible for the administration of the Municipal Support Grant Program. A review of the program, as a result of additional revenue requests by several municipalities, resulted in significant changes to the allocation of funds.

Municipal Affairs also administers annual grants to the City of Charlottetown and the City of Summerside to pay down debentures for municipal water systems and to the Federation of PEI Municipalities and the Association of Municipal Administrators to support initiatives to address municipal issues.

Municipal Financial Reporting

Municipal Affairs compiles an annual summary of municipal revenue and expenditures derived from financial statements which are required by the *Municipalities Act*. As well as providing detailed information on municipal revenue, expenditures and services, the information is shared with Statistics Canada to assist federal analysts in assessing the financial activities of local governments.

Amendments to Municipal Official Plans

Under authority provided by the *Planning Act*, 27 municipalities have adopted Official Plans and Zoning and Subdivision Control Bylaws which enable their council to make land use decisions. Ministerial approval of these documents, or any amendment to them, is required under the act. A review, based on minimum standards, is conducted and a recommendation forwarded to the minister, prior to this approval being given or denied. The department has reviewed and recommended approval on 20 official plan amendments and 99 zoning bylaw amendments to the minister.

A 1995 amendment to the *Planning Act* required municipalities with official plans to conduct reviews of existing official plans within a specified time period, and at regular intervals thereafter. Currently, eight official plan and zoning bylaw reviews are outstanding. Six of the municipalities have awarded contracts to consultants and two of the municipalities are in the initial stages of review.

Federation of Prince Edward Island Municipalities (FPEIM)

Recognizing that the FPEIM does not represent all municipalities, the branch has worked cooperatively with the federation on the following issues:

- municipal planning;
- bylaw enforcement and appointment of a Justice of the Peace;
- *Municipalities Act* review;
- sale of property for nonpayment of taxes;
- development outside municipal boundaries;
- nonconforming subdivisions;
- federation membership;
- Remembrance Day;
- signage bylaw; and
- boundary adjustments.

Provincial Planning Branch

The Provincial Planning Branch is the designated policy centre within government for land use and development. It receives its mandate from the *Planning Act* and the *Lands Protection Act* as well as various government and ad hoc initiatives. During the report period, the branch was staffed by a manager and two technical officers. A professional planner was hired two months prior to the end of the reporting period. In addition to providing professional and technical advice to government departments and agencies and participating in several interdepartmental committees, the branch was involved in:

- preparation of housekeeping amendments to the *Planning Act* Subdivision and Development regulations;
- initiating a review of the development and lot creation activity in the Special Planning Area "buffers" surrounding the four amalgamated municipalities of Charlottetown, Cornwall, Stratford and Summerside;
- preparation of amendments to the *Planning Act* appeals system;
- participation in the Provincial Land Inventory working group;
- review and improvements to databases which track development permit and lot creation activity, with a goal of integration with a Geographic Information System and provision of web-enabled access for property development officers and the public;

- a review of portions of the *Lands Protection Act*, and the Land Identification Program, and developments of amendments to the act;
- review of applications for amendments to Non-development Agreements under the *Lands Protection Act*;
- review of subdivisions prior to final approval and any development greater than five lots;
- initiated a review of land use statutes and regulations; and
- initiated discussion of deficient subdivision lots.

Office of the Provincial Fire Marshal

The Office of the Provincial Fire Marshal, staffed by the fire marshal, deputy fire marshal and fire safety officer, administers the *Fire Prevention Act* and Regulations as well as the National Fire Protection Association (NFPA) Codes and Standards.

The mandate is to provide information, education, and leadership to fire departments and institutional, municipal, and emergency service officials to enhance their protection capabilities against the devastation of fire and all related hazards.

Program delivery is divided into three areas of responsibility:

- Regional Services, which includes inspection of buildings; control of building occupancies; fire investigation; and advisory and enforcement assistance to local companies;
- Technical Services, including review of building plans; fire loss analysis and advisory services; and
- Training and Education, provided to fire departments, occupational groups and the general public.

During the past year, education presentations were provided to 45 groups.

Due to the cooperation of the PEI Firefighters Association and efforts to make programs more accessible at local levels, the number of firefighters who access the training continues to rise. Continued technical and administrative support is provided to the PEI Firefighters Training School where 390 firefighters have benefited from its programs. In addition, all fire departments have received computer hardware and training which will be maintained to assist in the collection of fire-related statistics and the provision of education programs.

Cooperative efforts to reduce fire losses are pursued on a continuing basis with agencies and associations at the community, provincial and national levels including:

- Crime Stoppers PEI
- Council of Canadian Fire Marshals and Fire Commissioners Canada
- Canadian Coalition Against Insurance Fraud
- PEI Network for Injury Prevention
- Canadian Gas Association
- PEI Agricultural Chemical Spill Response Committee
- Underwriters Laboratories of Canada
- PEI Petroleum Marketers Association
- Partnership for Children
- Canadian Fire Investigation School
- Critical Incident Stress Debriefing Team PEI

The following is a statistical summary of various activities and happenings pertinent to the mandate of the Office of the Provincial Fire Marshal:

Office of the Provincial Fire Marshal Activities					
	2001-2002	2000-2001	1999-2000	1998-1999	1997-1998
Building Inspections	690	545	192	186	195
Fire Investigations	477	332	325	431	72
Building Plans Reviewed	265	220	265	255	184
Fire Deaths	3	40	37	47	168
Fires Recorded	477	1	0	2	3
First Responders and other Emergency Calls	600	332	325	431	654
Fires involving loss of $100,000 plus	61	21	8	6	9
Fires involving loss of $1,000,000 plus	1	1	3	1	1
Total Property Loss	$7,500,000	$5,250,000	$6,300,000	$3,483,578	$3,923,210

* ***Important Note:*** *The above fire loss records are approximations.*

911 Administration Office

The Prince Edward Island Emergency 911 (E911) service operates under the authority of the *Emergency 911 Act* and is based upon a Memorandum of Understanding, dated June 26, 1998, between the province, Aliant Telecom, the City of Charlottetown, the City of Summerside and the RCMP "L" Division. Although the E911 system is a basic call answer/transfer system, it employs state-of-the-art technology to ensure that the best service can be offered to users on a consistent and continuous basis. Specialized software automatically draws information from a main database and presents critical information on a call-takers screen, including the origin telephone number, the civic address location for that telephone, and call transfer keys for the fire, police and ambulance agencies which service that location. The system employs many built-in and backup features, such as call overflow routing, operator controlled disconnect, quick call back and manual line identification functions, all of which are consistent with public safety. The system is also engineered to handle a variety of incoming languages, as well as calls from the hearing impaired (TDD).

On May 29, 2001, the province's E911 call answer/transfer service celebrated an inaugural anniversary after processing more than 36,000 calls during the first full year of operation. The special occasion was marked by recognizing the dedicated and professional efforts of 27 911 call-takers across the province. The Minister of Community and Cultural Affairs and Minister Responsible for the E911 service also took this opportunity to offer appreciation to management of the three Public Safety Answering Points (PSAPs) and to all Emergency Service Providers in the province.

Working in conjunction with the Geomatics Division of Provincial Treasury, the 911 Administration Office plays a lead role in maintaining the provincial civic addressing database, which serves as the foundation for the E911 service. Cooperative arrangements have been established with 17 municipalities enabling them to report any addressing changes directly to the 911 Administration Office as they occur. The flow of approved property development permits and subdivision application documents enables the 911 Administration Office to assign new civic addresses within rural-provincial addressing jurisdiction and ensure that new private roadways are adequately named and signed. The Department of Transportation and Public Works is also an integral partner in civic addressing matters involving official names for public roads, field signage for public roads, signage for private roadways and community name signage.

As an aid to familiarize property owners and service providers with province-wide civic addressing, including civic number assignments, official street and community names, the Department of Development and Technology created a Web site called Address Locator. This interesting site provides a broad range of civic address-related data from emergency service areas to electoral information. The site can be viewed at ***www.gov.pe.ca/civicaddress/***. Additionally, each month updated civic address data in electronic format is distributed via CD to all emergency service providers, dispatch agencies and PSAPs in the province. These agencies use this valuable Caris Locator tool

and related information to guide their respective activities. Caris Locator was the initiative of Provincial Treasury's Geomatics Division, which worked in cooperation with the 911 Administration Office to serve the needs of those involved with emergency service delivery. Provincial Treasury has plans to introduce a wed-based, property and assessment site which will include free access to provincial civic addressing information.

The 911 Administration Office regularly communicates with representatives of the emergency service community to improve understandings of the 911 system and to provide the tools and information necessary to improve individual service capabilities and mutual aid agreements. Representatives of the 911 Administration Office have made themselves available on a number of occasions when information on the E911 system was requested and/or required.

Public awareness and education continue to be an important part of the 911 Administration Office responsibilities. With the continued support of the Department of Education, the 911 education program is reviewed annually and refined as necessary. This program is now a regular part of school curriculum from kindergarten to Grade 3. Public notices run in local newspapers on a regular basis to serve as important reminders about the E911 service and/or, the provincial civic address system.

All partners in the operation of the provincial E911 call answer/transfer service remain committed to excellence as residents and visitors alike make daily use of this important public safety system.

Emergency Response System
Statistic figures (adjusted for period April 1, 2001, to March 31, 2002).

	2001-2002	2000-2001
Total 911 Calls Handled by three PSAPs	33802	30683
Handling of public inquiries (911 and civic addressing)	5611*	9603*
Private roadways identified, named, and signed	115	620*
New civic addresses assignments	682	764
Amendments to civic address assignments	320	423
Official public road name assignments/amendments	73	178
Distribution of rural civic address signage "kits"	2101	2487
911 service complaint investigations	35	42
Produce certified 911 call transcripts, as per court orders	14	7
Public information/awareness media inserts	15	86*

* Approximate figures

Emergency Measures Organization (EMO)

The function of PEI Emergency Measures Organization (EMO) is to coordinate the response of provincial government to emergencies and disasters and to provide for the protection of persons, property and the environment. It is staffed by five full-time employees, and derives its mandate from the *Emergency Measures Act*.

Financial Programs

Joint Emergency Preparedness Program (JEPP) $155,590

EMO, jointly with the Office of Critical Infrastructure Protection and Emergency Preparedness (OCIPEP) administers JEPP, an initiative which provides financial cost sharing with municipal and provincial governments to assist in meeting the costs of approved emergency preparedness projects. EMO is the access point for municipalities and provincial government agencies to the program. During the report period, the following projects received funding through the program.

JEPP # 48 Prince Edward Island Emergency Preparedness Program $128,339

JEPP # 51 Federal/Provincial Liaison Officer $27, 251

Agreements

EMO has entered into several agreements which assist in the delivery of required responses in times of emergency.

Reception/Evacuation Centre Arrangements

The Department of Health and Social Services, in conjunction with the health regions is the lead government agency in establishing reception/evacuation centres. An agreement has been signed between the Department of Health and Social Services and the PEI Canadian Red Cross Association to provide this service.

On-air Broadcasting

An agreement was signed between CBC in Prince Edward Island and EMO to ensure that on-air emergency public information will be broadcast by CBC during an emergency or disaster.

Training

Local

Approximately 140 municipal emergency planners, volunteers and emergency response personnel have received emergency management training over the past year through the Basic Emergency Preparedness Course and simulations.

Orientation to Emergency Site Management Workshop (ESM)
A four-hour orientation workshop has been developed for delivery to fire departments and police cadets. Throughout the past year, two fire departments and three cadet classes, with a total of 122 individuals, were trained in the basics of Site Management.

Canadian Emergency Preparedness College
During the past year, 12 Islanders were trained at the Canadian Emergency Preparedness College, Arnprior, Ontario, in specialized emergency management courses such as Emergency Site Management and Emergency Operations Centre Management.

Nuclear Biological Chemical Warfare Training
PEI EMO arranged to have 24 police officers receive an orientation session on Nuclear Biological Chemical Warfare during the report period.

Operational

USA Terrorist Attack – September 11 Joint Emergency Operations Centre Operational

PEI Emergency Measures Organization was placed on standby within the Joint Emergency Operations Centre and remained on standby as information was received and disseminated.

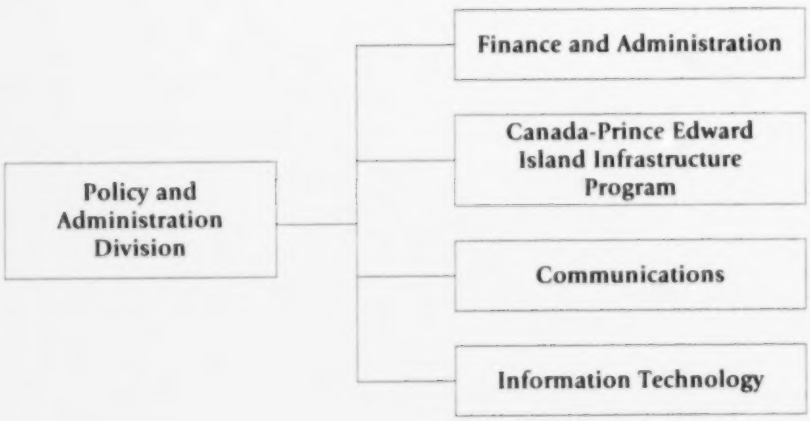
- Communication lines were left open between the Atlantic Premiers and New England Governors as per the International Emergency Management Group Compact Agreement.
- International flights originally headed for the US were being diverted to Canada.
- All Canadian airports were closed except for inbound aircraft.
- All borders between Canada and the US were closed.
- EMO was in contact with the Red Cross who were also on standby.
- Communications were open with federal agencies through OCIPEP.
- Tentative security and accommodations arrangements were being made to prepare for any aircraft and passengers that may have been diverted to PEI airports.
- The Premier and Minister were continually briefed through the Joint Emergency Operations Centre (JEOC).

Policy and Administration

The Policy and Administration Division is a shared resource group which serves both the Department of Community and Cultural Affairs and the Office of the Attorney General.

Mandate

The mandate of the division is to contribute to the effective management of these departments through the provision and coordination of key corporate services, including financial administration, human resource management, communications, information technology support, and overall policy development. In this capacity, the division works closely with the respective ministers' offices and other divisions within the two departments. At the same time, the Policy and Administration Division serves as a point of contact for other provincial ministries, federal government agencies, community organizations and the general public.



Finance and Administration

The Administration Section provides financial administration, and human resource management services to all divisions in the Department of Community and Cultural Affairs and the Office of the Attorney General.

The scope of section responsibilities includes the following:

- strategic planning and policy direction;
- human resource planning and development;
- labour relations, benefits administration, and personnel transactions;
- preparation of annual departmental budgets and quarterly fiscal forecasts;

- budget management and financial accounting;
- purchasing and inventory control;
- fleet management and telecommunications; and
- administration of federal-provincial agreements.

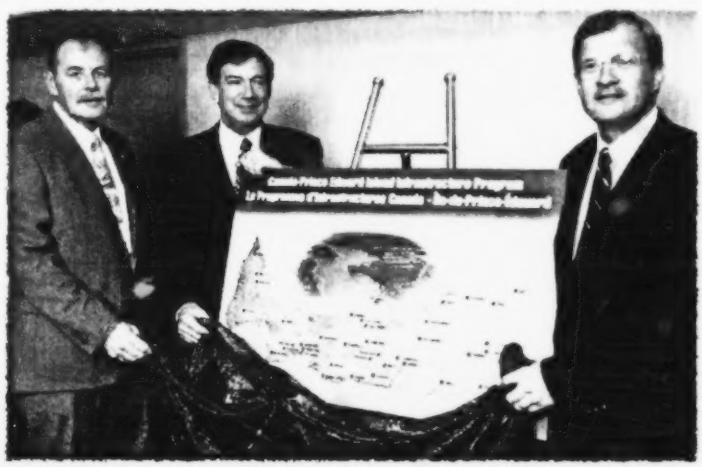
Canada-Prince Edward Island Infrastructure Program

A new Canada-Prince Edward Island Infrastructure Program agreement was formally signed on October 6, 2000, and round one projects were announced in May 2001. The federal and provincial governments each committed $12.8 million over a six year period from 2000-2001 to 2005-2006. The program, which requires municipalities to contribute one-third of the project costs, involves a total funding commitment of $38.4 million.

The focus of the current Infrastructure Program has shifted somewhat from employment creation to the improvement of "green" municipal infrastructure. Accordingly, the program has the following target objectives:

- a minimum of 60 per cent of funds are to be dedicated to green municipal infrastructure projects; and
- a minimum of 40 per cent of funds be channeled to rural projects. (Rural, in Prince Edward Island, is defined as all areas outside of Charlottetown, Summerside, Cornwall, and Stratford.)

The program is jointly administered by the Department of Community and Cultural Affairs and the Atlantic Canada Opportunities Agency (ACOA). Project applications had a deadline of December 1, 2000, and submissions were evaluated by a Project Selection Committee, consisting of representatives of the provincial and federal governments, and a member from the Federation of Prince Edward Island Municipalities. A total of 147 applications representing $214 million were received for consideration.



Stan Campbell, President, Federation of Prince Edward Island Municipalities; the Honourable Pat Binns, Premier of Prince Edward Island and Laurence MacAulay, MP for Cardigan officially announce funding for 56 projects under the Canada-Prince Edward Isand Infrastructure Program.

Communications

The primary goals of the communications function are:

- to increase public understanding of departmental programs, services and initiatives;
- to facilitate information exchange between internal and external groups;
- to assist in the development of key messages for the departments and to assess the consistency with other government communications; and
- to assist in issues management and planning for a proactive approach to communications issues.

During the past year, the Communications Office was involved in the following activities:

- participation in the Communications Committee for the Canada/Prince Edward Island Infrastructure Program;
- the official opening of the new Murray River Library;
- development of various communication tools such as news releases, advertisements, ministerial statements, speeches and other promotional materials to promote the programs and services of the departments, to share key messages and to acknowledge events, and special achievements;
- liaise with directors and staff within the departments to ensure that the ministers' offices were properly informed of activities, and upcoming events;
- liaise with communications officers throughout government on various issues, announcements, and events to ensure consistency between corporate and departmental messages; and
- Island Focus – provincial government community outreach program.

Looking ahead to 2002- 2003, the focus of communications is being directed toward the following areas:

- continued focus on developing effective messages for ministerial statements and departmental releases of information;
- development of a corporate communications strategy which will incorporate plans for improved internal and external communications;
- conduct a publications analysis to assess the messages and materials currently in the public eye with respect to the departments; and
- increased use of Web sites to provide information on programs and services of the departments.

Information Technology

The Information Technology Section is responsible for providing network services, end-user support, software management and development, IT security and technology planning for the Department of Community and Cultural Affairs and the Office of the Attorney General.

The information technology environment for these departments is complex, and services are delivered from four main sites across Prince Edward Island to the 14 other sites that make up justice and corrections and Community and Cultural Affairs.

The following table provides an overview of the resources and services managed by the Information Technology Section:

IT Section Activity 2001-2002	
Number of file servers administered by the section	12
Number of desktop computers supported	410
Number of users supported	480

Highlights and Initiatives

- installation of two new primary Windows 2000 domain servers;
- replacement of all outdated network infrastructure hardware devices such as hubs, switches and routers;
- installation of network monitoring agents on all manageable network devices in conjunction with Aliant;
- completed enhancements to the existing CourtSmart Digital Recording system in the Supreme Court;
- evaluation and implementation of new office productivity software;
- continuing implementation and refinement of the government's Acceptable Use Policy regarding computer use;
- completed programming initiatives with Information Systems Delivery Section to increase usability and performance to the Maintenance Enforcement suite of applications;
- development and revamping of all Planning and Inspection Services database structures and proposed development of several Web-based information systems; and
- re-evaluation of all network services in conjunction with ITMG and Bulletproof Solutions to ascertain the most cost-effective way to deliver network services.

Objectives for the Coming Year

- installation and upgrade of new PKI security software for Maintenance Enforcement;
- continued upgrading of premises wiring in areas that are below accepted minimum standards;
- review and strengthening of all security standards pertaining to desktop operating systems, software licensing and use, server room security and recovery planning;
- completion of the NRD registry database application for Consumer and Corporate Services;
- finalize testing of new Windows 2000 domain and user base, and retire three older servers including the final NetWare support.

- compile written IT policy procedures and standards reflecting current operations and compose written policies where none exist;
- review and detail a plan to harden backup security and procedures, build more fail-safe mechanisms into network operations and develop some guidelines for a disaster recovery plan;
- completion of wide area network delivery services review in conjunction with ITMG and other government departments;
- access the IT training fund more aggressively to provide greater training opportunities for all IT staff;
- review staff roles and responsibilities and update position descriptions to better reflect the changes in function that occur constantly; and
- leverage new technologies such as wireless, gigaspeed ethernet, advanced security and application optimization to streamline all service delivery within the departments, reduce application and configuration errors and offer seamless services to users.

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